

Facilitator for community of practice

Role description

- Develop invitation letter and coordinate recruitment and confirmation of participants
- Coordinate design of collaborative workspace
- Plan and facilitate face-to-face orientation and wrap-up sessions
- Create pre- and post-surveys, and analyze and report results
- Coordinate development and delivery of four webinars based on needs identified by the community
- Coordinate communication with participants throughout the lifespan of community, including email notices for scheduled face-to-face sessions and webinars
- Coordinate sharing of final success stories
- Collect and share data throughout duration of project, including submission of final reporting outlining activities, results and legacy plans